

HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Caretaking/cleaning work

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Using tools/machines	Injury	Pupil Staff visitors	'Safe working practice second edition 2016' circulated to staff. Advice from NCC if required. Protective equipment/clothing	Copy in H&S file	Low	✓
Electrical equipment	Injury/s hock	All	Regular testing/advice to staff to check	H&S file	Low	✓
Lifting/manual handling	Injury	SW/taff	Document circulated/training organised (Dec 2005) on during induction		Low	✓
Using chemicals	Burns/ injury	Staff pupils	COSHH assessments/advice to staff/safe storage areas/protective clothing	Copy in H&S file	Low	✓
Working at height	Slip/ falls	Staff	Document/advice circulated	Give HSE 'safe use of ladders and stepladders' to staff	Low	✓
Changing/use LPG	Injury	Staff pupils	Appropriate storage/advice to staff		Low	✓
Working alone	Injury	Staff	Document circulated/NCC RA available and updated 2006/training Team Residential 3/9/09 (NCC)/ independat RA and advice in 'Safe working practice second edition 2016'		Low	✓
Asbestos hazard	Illness/ death	Staff/co ntractor s	Surveys 2006 and roof voids 2013. NCC asbestos procedures followed and LAMP completed 6/12. AF1s completed for contracted works and memo to staff re: two risk areas issued 10 Dec 2012	NPO attended NCC training Dec 2012	Low	✓

Date of assessment: **May 2017**

Signed:


Next assessment due: **May 2018**

ACTIVITY Transport

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS – ACTIONS	RESIDUAL RISK RATING	✓ ✕
Mechanical fault	Injury	All	Regular service programme/daily checks	Records in H&S file	Low	✓
Poor driving skills	Injury/death	All	Only holders of Notts permits to drive/penalty points notified to County		Low	✓
Tool /rucsac transportation	Injury	Pupils	Use trailer or use cage in minibus		Low	✓
Trailer becoming unattached	Injury	Public	Use of cable on towbar		Low	✓
Accident	Death	All	First aid kit/fire fighting equipment in bus		Low	✓
Bad Weather	Death	All	Consideration to snow/ice given on individual basis in consultation with staff		Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

No: D3

ACTIVITY Using centre as residential establishment

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Using bunkbeds	Falling	Pupils	Brief in intro talk/ladders at end or side		Low	✓
Fire	Burns/ death	All	Fire practice each group/regular alarm system+lighting tests/fire policy/maintenance of fire equipment/no smoking unless in specified outdoor area (by arrangement)/suitable storage of flammable materials/COSHH assessments/maintain fire doors/closures/waste bins chained	H&S file/ fire logbook/ memos to staff/ COSHH assessments	Low	✓
Defective floor cover/cable management	Trips	All	Termly inspection by other service manager/continued awareness		Low	✓
Electrical equipment	Injury	All	Regular inspection/check on use/advice to staff	Annual PATs tests	Low	✓
Use/storage of chemicals	Burns/ illness	All	Correct storage/advice to staff/COSHH assessments/protective clothing		Low	✓
Wet areas (flooring)	Slips	Pupils staff	Regular cleaning/mats & steps in shower areas		Low	✓
Overnight use by pupils – illness/issues overnight	Illness/ injury	Pupils	Teachers/adults sleep in same area of centre/settle pupils before retiring/information sheet re: these arrangements supplied to schools to issue to parents, with consent form		Low	✓
Overnight use by pupils - security	Injury/ attack	Pupils	Leader issued with keys to all external doors/small or secure external windows to dorms/no isolated pupils/external lights left on/CCTV installed 2010		Low	✓
Woodland use in winds	Injury	All	Restrict use of woodlands in winds greater than 20m/s (Force 9) after advice from tree specialist	Brief staff /use of weather forecasts	Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Catering

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Faulty/ dangerous equipment	Injury	Staff Pupils	Electrical tests annually/ clear labels/ advice to schools/ regular replacement/ regular checks & reviews		Low	✓
Contamination/ poisoning	Illness	Pupils Visitors	Qualified caterers/ provision of appropriate facilities (food hygiene)/ advice on food prep /records kept as appropriate/ advice sheets for meals / lead schools by example/ all systems in line with FSA and HACCP principles.	See codes of practice/ H&S file/ FSA Safer Food Better Business/ Hagg Farm Food System	Low	✓
Pupils in kitchen	Injury	Pupils	School staff in kitchen at busy times/ high level of awareness by catering staff/ leader briefed re: kitchen supervision/ written advice/ positioning of equipment at high level where possible (eg: boiler/ knife rack)	Code of Practice/ signs/ leader brief sheet	Low	
Water quality	Illness	All	Regular tests/ annual servicing of water treatment.	Records in H&S file	Low	✓

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ACTIVITY Exposure to latex

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Contact with latex via gloves	Illness	All	Minimise use of latex gloves to work in which they are essential (i.e. contact with bodily fluids) Provide alternative gloves for other work Only purchase recommended gloves in Safety Briefing Section B5 Alert staff to symptoms of reactions to latex gloves Do not allow any other persons to use latex gloves	Memo staff to this effect Memo staff who purchase gloves Memo staff Memo staff	Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

No: D6

ACTIVITY: non-DBS (CRB) checked persons on site

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Visitors and contractors on site	Injury/abuse	Pupils	When possible pre-arranged appointments Enter by main entrance and report to reception if at all possible Sign visitors book/read notes for visitors Wait in reception until met Tour building with HF staff Sign out on departure Contractors told not to enter dorms unless cleared first Contractors accompanied to area of site when working	Visitors book in reception Brief all staff reception not always manned No need for badges in a small centre environment Sign in entrance asking visitors to report in	Low	✓
intruders	Injury/Abuse/death	All	Physical barriers (window stays preventing entry/leaders advised to lock doors at night/keys supplied)/leaders sleep in same area of building Remote location – not visible to public		Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

No: D7

ACTIVITY: Hagg Farm Site

HAZARD/ACTIVITY	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS – ACTIONS	RESIDUAL RISK RATING	✓ X
Dangerous Road/access for hitching if absconding	Road traffic accident	All	Briefing and supervision of crossing. When orienteering should (if lost) never walk back to Centre along road. Controls are in fields not accessed from road. Intro talk includes staying on site at all times.	Absconding policy	Low	✓
Tower/Tyrolean traverse/Jacobs Ladder/Boulder	Injury	Pupils	Brief to keep off unless accompanied by instructor in intro talk. Signs for safe use of boulder.		Low	✓
Walls/Fences	Injury	Pupils	Brief to use gates and stiles – no climbing over fences and walls		Low	✓
Septic tank/cesspit/water tank	Illness/injury	All	Fenced off/locked		Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

No: D8

ACTIVITY Dogs on site

HAZARD	RISK HAZARD	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Attack by dog on person	Injury	All	Only dogs known to be placid allowed on site and always only in agreement with Head of Centre. Address potential presence of dogs on site in Intro talk, and ask if any young people/staff are concerned by dogs and act accordingly. Dogs must be either fully supervised or on leash in/around centre.	Add to Intro talk notes	Low	✓
Dog mess in grounds	Illness	All	Dogs must be fully supervised or on leash whilst in grounds, and any mess immediately cleared up/disposed of in bins.	Plastic bags available next to freezers or in laundry	Low	✓
Sheep attack by dog	Death	Sheep	All dogs must be on leash whilst in vicinity of sheep		Low	✓
Distraction of dog owning instruction staff	Death	Pupils	Whilst instructing, staff with dogs must ensure their dogs are either on a leash or under sufficient control so as not to distract them or the group.		Low	✓
Contamination of food	Illness	All	Dogs not allowed in kitchen/dining room at any time		Low	✓

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No: D9

HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Contractors on site

Use Notts CC Education Risk Assessment for Contractors on site plus the following:

HAZARD	RISK	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
General	Injury	All	All work confined to marked or taped areas Contractors not allowed in residential buildings whilst pupils in dormitories		Low - med	✓
Injury from tools and contractor vehicles	Injury	All	Tools/materials confined to in areas Care with movement of vehicles in centre car park/grounds at all times		Low-med	✓
Young People in controlled areas	Injury	All	Schools/pupils made aware of building work and hazards during intro talk		Low – med	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Working at Height – light bulbs/windows/decorating

HAZARD	RISK	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✗
Falling	Injury	All staff	Use stepladders correctly. For front external light bulb use ladders correctly – too high for stepladders. For lights in Journey Centre, use contractor – too high for both ladders and stepladders.	Issue HSE 'safe use of stepladders'	Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Working at Height – cleaning gutters/access to attic in Journey Centre

HAZARD	RISK	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Falling	Injury	All staff	Use ladders (not stepladders) for these jobs For back corridor gutters acceptable to use stepladders if top 3 rungs not used. Attic access – although slippery floor, ladder has hooks to secure at top.	Issue HSE 'safe use of stepladders'	Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

ACTIVITY Driving sit on mower

HAZARD	RISK	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Fire	Death	All	<ul style="list-style-type: none"> clear debris from mower after/before use store fuel in suitable location and containers refuel outdoors/no smoking do not refuel when engine running or hot if any spillage do not start engine 	See manufacturers safety notes in handbook supplied with this RA and operate according to handbook instructions	Low	✓
Injury to others	Injury	All	<ul style="list-style-type: none"> Check area to be mowed to remove objects that may be thrown out by mower check no people or animals in area to be mowed do not carry passengers 		Low	✓
Mechanical fault	Injury	All	<ul style="list-style-type: none"> visually inspect according to manufacturer's guidance 		Low	✓
Rolling of machine	Injury	All	<ul style="list-style-type: none"> do not drive on terrain greater than 15° avoid stopping /starting on slopes operate up and down slopes not across them turn gradually on slopes and exercise caution when changing direction 		Low	✓

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HAGG FARM OUTDOOR EDUCATION CENTRE

No: D13

ACTIVITY Lone working at Hagg Farm OEC

HAZARD	RISK	PERSON AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ×
Working at height	Death	All	Consider if necessary – only complete embark if essential. Work according to WAH RAs and centre operating procedures ('Safe Working Practice second edition 2016')	'Safe Working Practice', HSE Safe use of ladders and stepladders issues at induction	Low	✓
Intruders	Death	All	Lock doors when working alone at centre, carrying mobile recommended, staff have HoC or alternative supervisors number available		Low	✓
Accident	Injury/ death	All	Worker to consider hazard level of any task undertaken and avoid if considered a risk of accident. Appropriate PPE to be worn. Heavy manual handling to be avoided when lone working Carry the HF domestic mobile phone and worker to inform someone at home of expected return time, with OEE emergency contacts should worker be delayed	PPE provided by centre, manual handling training provided OEE numbers in Code of Practice to share	Low	✓
Chemical use	Injury	All	COSHH and summary sheets provide to all manual/domestic staff, PPE to be worn as appropriate	copy in laundry	Low	✓

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